

**TEST PREPARATION GUIDE**  
**FOR**  
**DISABILITY EVALUATION ANALYST**  
**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

A Disability Evaluation Analyst is responsible for obtaining and analyzing medical, personal, and vocational information in the adjudication of claims for disability benefits under Title II (Disability Insurance) and Title XVI (Supplemental Security Income) of the Social Security Act.

This test preparation guide is intended to help you prepare for the Disability Evaluation Analyst written examination. It provides examples of the types of questions which will appear on the examination. The questions on the examination measure knowledge, skills, and abilities which are required to successfully perform the tasks of a Disability Evaluation Analyst. It is to your advantage to attempt to answer every question. There is no penalty for guessing or for choosing an incorrect answer. The test is scored simply on the basis of the number of items answered correctly.

The first subtest measures the ability to read and comprehend job-related material at a level required for success as a Disability Evaluation Analyst. A Disability Evaluation Analyst is required to interpret information outlined in various departmental publications. The second subtest measures writing skills required for success as a Disability Evaluation Analyst. A Disability Evaluation Analyst communicates in writing all pertinent information (e.g., allegations, chronological discussion of evidence and issues, determinations) necessary to complete the Consultative Request forms to expeditiously process claims. The third subtest measures the ability to analyze job-related information and form conclusions to process claims. A Disability Evaluation Analyst is responsible for analyzing and evaluating medical, psychiatric, vocational, educational and other evidence obtained from claimants and other sources according to the Federal Social Security Act and State Programs administrative criteria.

Thank you for your interest in this examination. The date, time, and place of your examination is indicated on your written test notice.

The Disability Evaluation Analyst written examination consists of the following three subtests:

SUBTEST NUMBER	SUBJECT	NUMBER OF ITEMS
1	Writing Skills Required for Success as a Disability Evaluation Analyst	30
2	Analyze Job-Related Information and Form Conclusions to Process Claims	45
3	Read and Comprehend Job-Related Materials at a Level Required for Success as a Disability Evaluation Analyst.	25

NOTE: All of the correct answers to the example questions are marked with an asterisk.

## SUBTEST 1

Subtest 1 measures abilities a Disability Evaluation Analyst must possess in order to complete forms accurately; to write clear, concise, and accurate reports; to summarize technical information; and to use correct spelling, punctuation, and grammar.

**You are to identify errors by the following rules:**

### SPELLING

A mistake in spelling can be made in one of three ways:

1. Only one letter is wrong.
2. Only one letter is missing.
3. Only one extra letter has been added.

### PUNCTUATION

Punctuation refers to the marks in a sentence which help make the meaning of the sentence clear. You should know how to use the following punctuation marks correctly: apostrophe, question mark, semicolon, dash, period, comma, colon, set of parentheses, set of quotation marks, exclamation mark.

### GRAMMAR

Grammar refers to standard word usage, tense, and agreement.

**For questions #1 to #3 indicate the type of error in each sentence.**

(1) The Disability claim you submitted to the Department of Social Services have been received. (2) The medical information provided does not document chronic back problems. (3) Therefore it has been determined that you are not eligible for Social Security benefits.

1. What type of error is contained in sentence 1?

- \* (A) Grammar
- (B) Spelling
- (C) Punctuation
- (D) There is no mistake

("Have" should be "has" in order to be grammatically correct. Therefore, choice (A) is the correct answer.)

2. What type of error is contained in sentence 2?

- (A) Grammar
- \* (B) Spelling
- (C) Punctuation
- (D) There is no mistake

(The word "document" is misspelled. Therefore, choice (B) is the correct answer.)

3. What type of error is contained in sentence 3?

- (A) Grammar
- (B) Spelling
- \* (C) Punctuation
- (D) There is no mistake

(There should be a comma after the word “Therefore”. Choice (C) is the correct answer.)

**Use the information below to answer example question #4.**

A 28 year old female fractured her collarbone playing tennis after work. The doctor prescribed light activity for 2 months. After this time, she can return to work as a swim coach.

4. Which one of the following sentences is the most accurate, clear, and concise description of the above situation?

- (A) A swim coach fractured her collarbone playing tennis and can not work.
- (B) While playing tennis, a female swim coach broke her wrist and can not work for 2 months.
- \* (C) A 28 year old female swim coach fractured her collarbone playing tennis and can return to work after 2 months of light activity.
- (D) A 28 year old swim coach broke her collarbone playing tennis after work one night, and she went to see the doctor who instructed her that she should do only light activity for 2 months.

EXPLANATION: Choice (C) is the most accurate, clear, and concise description of the situation. Choice (A) is too general and does not include all the details of the situation. Choice (B) does not include her age or that she will be on light activity and incorrectly states that she broke her wrist. Choice (D) is accurate, but unnecessarily wordy.

**Use the information below to answer example question #5**

Arrange the following four sentences to form the most effective and logical paragraph. Then select the answer that represents the best sequence.

1. An application for benefits must be initially completed and submitted to the California Department of Social Services.
  2. A request for medical records will then be sent out to all listed medical sources that have been reviewed.
  3. There are specific steps an analyst must take when processing a disability claim for benefits.
  4. After the application is received, the analyst will review and verify the medical sources listed on the individual's application.
5. Which one of the following represents the best sequence for the four sentences above?
- (A) 1, 2, 4, 3  
(B) 1, 4, 2, 3  
\* (C) 3, 1, 4, 2  
(D) 3, 4, 1, 2

EXPLANATION: Choice (C) represents the best sequence for these sentences. Sentence #3 is the topic sentence (Specific steps to processing a disability claim) of this paragraph and should be first in the sequence. Sentence #1 follows logically by stating that a application must initially be completed and submitted. Sentence #4 logically follows #1 by stating that after the application is received the medical sources are reviewed. Sentence #2 is an appropriate ending statement because it states that after the application is reviewed requests for medical records are sent.

\* \* \* \* \*

**SUGGESTED REFERENCE MATERIAL**

Any reference material which provides introductory information about basic english grammar, spelling, and punctuation would be appropriate for this part of the test.

## SUBTEST 2

Subtest 2 measures abilities a Disability Evaluation Analyst must possess in order to analyze and evaluate medical, psychiatric, vocational, educational, and other evidence for consistency and sufficiency according to the Federal Social Security Act and State Programs administrative criteria. In addition, Subtest 2 measures your ability to follow logical processes and instructions, to apply rules, policies, procedures and other regulations to adjudicate cases, and to document pertinent information and eliminate non-pertinent information.

### Use the information below to answer example question #6

A visual acuity of 20/200 meets the legal requirements for “statutory blindness.” Benefits shall begin the date that the medical records indicate the individual met the guidelines for statutory blindness.

6. Which individual was disabled due to statutory blindness by 7/93?
- (A) Tom with visual acuity of 20/50 on 6/93.
  - (B) Sara with visual acuity of 20/20 on 7/93.
  - \* (C) Erik with visual acuity of 20/200 on 6/92.
  - (D) Jane with visual acuity of 20/200 on 8/93.

EXPLANATION: Choice (C) is the only individual who met the legal requirements for “statutory blindness” (20/200) by 7/93. Choice (A) and Choice (B) do not meet the legal requirements for “statutory blindness.” Choice (D) meets the legal requirements for “statutory blindness” on month after the date specified in the question.

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### SUGGESTED REFERENCE MATERIAL

There is no suggested reference material for this part of the test. You will be asked only to answer the questions based on information that will be provided to you.

## SUBTEST 3

Subtest 3 measures abilities a Disability Evaluation Analyst must possess in order to accurately read, comprehend, and interpret job-related manuals and publications, medical materials, and vocational information used by Disability Evaluation Analysts with the California Department of Social Services.

### Use the information below to answer example question #7

The Social Security Administration has national responsibility for the administration of both the Social Security Disability Insurance program (Title II) and the Supplemental Security Income (SSI) program (Title XVI). Title II provides coverage for cash benefits to those disabled workers who have contributed to the Social Security trust fund through the FICA tax on their earnings. Title XVI (SSI) provides for a minimum income level for the needy aged, blind, and disabled. A person qualifies under the SSI program because of financial need. Under Title XVI, financial need is evidenced by a limitation of income and resources to a level that is equal to or less than the amount specified in the law.

7. According to the paragraph above, which one of the following statements is correct?

- \* (A) A person can qualify for Title XVI benefits because of financial need.
- (B) A disabled individual can qualify and receive both Title II and Title XVI benefits.
- (C) The length of benefits is determined by the severity of the impairment.
- (D) Individuals who have contributed to Social Security through the FICA tax receive benefits under Title XVI.

EXPLANATION: Choice (A) is the only answer that can be derived from the given paragraph. Specifically, the answer can be derived from the fourth sentence of the paragraph.

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### SUGGESTED REFERENCE MATERIAL

There is no suggested reference material for this part of the test. You will be asked only to answer the questions based on information that will be provided to you.